

EMERGENCY MANAGEMENT COORDINATOR

FLSA Status –Non- Exempt

EEO Code – Protective Service Worker

Class Code – E435

GENERAL DESCRIPTION OF THE DUTIES

This position performs administrative and technical work in the development, implementation and coordination of the City's Emergency Management Program, coordinates and acts as liaison for the City's disaster recovery efforts; oversees the disaster training, exercises, and public awareness programs; and performs related duties as assigned.

SUPERVISION RECEIVED

This position works under the general supervision of the Fire Marshal.

SUPERVISION EXERCISED

Employees in this classification do not supervise employees, although employees may give technical direction to other employees.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Plans, directs and administers the Emergency Management Program, the Comprehensive Emergency Management Plan, and related plans and procedures.
2. Acts as a liaison with other municipalities, county, state, federal and other emergency management organizations.
3. Maintains an emergency operations center that can be functioning 24-hours
4. Reviews, changes and/or develops current and new plans and procedures as needed.
5. Organizes disaster drills and exercises. Reviews results and makes improvements.
6. Conducts training and public information presentations for city employees and general population.
7. Serves as municipal representative for various state and countywide emergency management meetings.
8. Assists city departments with emergency and disaster plans and procedures.
9. Keeps up to date with emergency management issues and provides information to city departments as required.

OTHER JOB FUNCTIONS

1. Follows all safety rules and procedures established for work areas.
2. Performs work in accordance with federal and state employment laws and City policies and procedures.

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3. Maintains proficiency by attending training conferences and meetings, reading materials, and meeting with others in areas of responsibility.
4. Maintains work areas in a clean and orderly manner.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Knowledge of the laws and regulations governing emergency management;
- Knowledge of emergency and/or disaster planning principles and practices; and
- Knowledge of departmental policies and procedures.

Skills in:

- Skill in managing and coordinating disaster recovery operations;
- Skill in both verbal and written communication; and
- Skill in the use of a computer and related software.

Ability to:

- Ability to establish and maintain effective working relationships;
- Ability to analyze information under emergency operating conditions and directing the course of action to be taken.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT:

Work involves moderate work generally in an office setting. There is frequent need to walk, sit, talk, or hear, use hands to finger, handle, or feel and perform other similar actions during the course of the workday. The City of McMinnville promotes a drug/alcohol free work environment through the use of mandatory pre-employment drug testing.

MINIMUM QUALIFICATIONS:

Any equivalent combination of education and experience that demonstrates the knowledge, skills, and abilities required to perform the essential job functions will be qualifying. A typical way to qualify would be a Bachelor's degree from an accredited college or university with a major in Emergency Management, Public Safety, Public Administration or a related field and three (3) years of disaster and emergency planning experience. Certification as an Emergency Manager is preferred.

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Approved By _____ Date _____
(Department Director)

Adopted By _____ Date _____
(City Manager)

Established: 06/15